



## **JOB DESCRIPTION**

Position Title: **Principal Coordinator**

Working Area: **G.I.S.**

Class Code: 4911

Exempt

EEO Code: 02

Effective Date: October 1, 2001

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### **Major Function**

Lead role in the technical and administrative coordination of the Countywide-imaging program.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Coordinate with County Department, Constitutional and Elected Officials to reduce the use of paper countywide with the introduction and on-going coordination of the countywide imaging program.

Establish guidelines and procedures for imaging programs. Train end users to use software and hardware required for imaging.

Establish and maintain guidelines and procedures for the imaging program including compliance with regulation established by the state of Florida related to record retention. Coordinate with Administrative Services relative to the archiving of paper records.

Coordinates and assists in the preparation of the documents to support the divisions annual budget and special projects.

Assist in other Information Services programs and projects as needed.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Knowledge of basic computer operation, including the use of scanners and other technology related to scanning, imaging, and digital record retention. Knowledge of computer software used in imaging and digital processes.

Ability to use a personal computer, including programs such as Word, Excel, Access, and PowerPoint. Ability to present ideas clearly and concisely, both orally and in writing. Ability to meet and deal effectively with the public, County members, Constitutional Officers, and Elected Officials. Ability to organize and prioritize many tasks simultaneously.

Bachelor's Degree and two (2) years' experience in the technical and management issues related to an imaging program.

### **Working Conditions**

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Some duties performed will require lifting objects weighing approximately 25 pounds.